

INSTRUCTIONS
EXHIBIT B - ATTACHMENT II
2004 LIHEAP WEATHERIZATION BUDGET
CSD 557D (Rev. 10/03)

COLUMNS A AND B

Column A Total of Section 1.A on page 2 of the 2004 LIHEAP contract.

Column B Total of Sections 1.A and 1.B on page 2 of the 2004 LIHEAP contract.

SECTION 1 – ADMINISTRATIVE COSTS

Lines 1.a: Enter the total amount budgeted for all administrative costs for Columns A and B. Administrative costs includes salaries and wages, fringe benefits, facilities, utilities, equipment, telephone, travel, accounting, audit, insurance-bonding, office supplies, and miscellaneous.

SECTION 2 – INTAKE PROGRAM COSTS FOR WEATHERIZATION

Line 2.a Enter the amount of Intake allocated for Intake activities. Intake: The act of determining if a person seeking LIHEAP assistance is eligible for such services. Includes, but is not limited to, the process of completing an intake form and reviewing applicant's documentation in order to verify eligibility.

SECTION 3 – PROGRAM COSTS (Costs incurred as direct program activities)

Line 2.a: Enter the amount budgeted for program costs for Columns A and B. Program costs includes travel, dwelling assessment, equipment, weatherization materials, labor, storage, vehicle insurance, transportation to job site, maintenance – repair, and miscellaneous.

SECTION 4 – OTHER PROGRAM COSTS

Line 4.a: Enter the total amount budgeted for outreach activities in Columns A and B, i.e., flyers, brochures, advertisements, etc. **(Please note: Outreach is 5% of total Weatherization Budget, excluding carryover. For Column A, this amount is 5% of the amount in A. on page 2 of the consideration page of the contract. For Column B, this amount is 5% of the total amount of A. and B. on page 2 of the consideration page of the contract.)**

Line 4.b: Enter the amount budgeted for administrative/programmatic weatherization-related training in Columns A and B. **(Please note: Training costs must not exceed 2% of total Weatherization Budget.)**

Line 4.c: Enter the sum of line items for Columns A and B.

SECTION 5 – TOTAL BUDGET

Verify total allocation as provided by CSD.

SECTION 6 – TOTAL HOUSEHOLDS

Line 6.: Enter the total number of households projected to be weatherized during the 2004 Program Year in Columns A and B.

Line 6.a: Enter the projected percentage of Vulnerable Populations. No less than the percentage identified of the total households served will have at least one member who is:

1. Elderly (60 Years and Older)

2. Disabled

3. Age 2 Years or Under

4. Age 3 Years Through 5 Years

Line 6.b: Enter the projected average Energy Burden percentage.
Households assisted with Weatherization services should have an average Energy Burden of no less than the percentage identified in this section. In addition, Contractors may give first priority to those households whose members have life-threatening emergencies.